NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

Location: 222 Sheep Davis Road, Concord, NH Mailing Address: 10 Hazen Drive, Concord, NH 03305

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MINUTES OF MEETING September 4, 2003

(Approved October 2, 2003)

Members Present: Edward Murdough, Karen Schlitzer, Robert Nelson, Ronald

O'Keefe, Les Cartier, David Duquette, Stephen Carrier, Roger Hatfield, John Hoglund, Peter Russell, Joseph Butts, Corey

Landry, Donald Bliss, Richard Mason.

Members Absent: John Stephen.

Others Present: Division of Fire Standards & Training Staff--Bruce

M^cPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Susan Beaudoin, Recording Secretary. Also--Chief Scott Weden, Ashland Fire Department; Marta Modigliani,

Hearings Officer, NH Department of Safety.

I. CALL TO ORDER

Item 1. Pledge of Allegiance to Flag. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 10:08 a.m. on Thursday, September 4, 2003 at the Richard M. Flynn Fire Academy. The Pledge of Allegiance to the Flag was recited.

Item 2. Public Hearing: FIRE 101.17, Definition of "full-time career fire personnel." Chair Duquette announced that a public hearing would be held this morning to change the definition of "full-time career fire personnel." Director Mason explained that it is just a change in the dollar amount from \$10,000 to \$20,000.

Marta Modigliani, a Hearings Officer for the NH Department of Safety, opened the public hearing on Fire 101.17 (b) Full-time Career Fire Personnel Rules at 10:10 a.m., and noted that there was a quorum present. She passed around a sign up sheet for everyone present, and announced that the hearing is being tape-recorded. She said she would

call speakers in the order in which they signed up. Public comments will be accepted until Monday, September 15, 2003 at 8:15 a.m., and may be submitted in the following ways:

In writing to: Marta Modigliani, Office of the Commissioner,

33 Hazen Drive, Concord, NH 03305

Delivered to: Department of Safety in Room 308

Emailed to: mmodigliani@safety.state.nh.us

Faxed to: 603-271-3903

As there was no one present from the public to testify at that time, the public hearing was held open for one-half hour. As no one attended the public hearing during that one-half hour period, Ms. Modigliani closed the public hearing at 10:45 a.m.

II. APPROVAL OF MINUTES

<u>Item 1. June 5, 2003.</u> *Motion* was made by Commissioner Landry, seconded by Commissioner O'Keefe, to accept the Minutes of the June 5, 2003 Commission meeting with the following corrections:

- (a) From Chair Duquette, page 6, last paragraph, last sentence, change the word "a" to "the" so the sentence reads: Residency going away would save everyone in the long run.
- (b) From Chair Duquette, page 8, third paragraph, last sentence, delete the word "that" so the sentence reads: Director Mason noted he is not a voting member, and he sees so many pros and cons to residency.
- (c) From Commissioner Schlitzer, page 18, Item 2, last sentence, change the word "retiring" to "leaving" so the sentence reads: She is replacing Stephen Judge, who is leaving the Department of Justice.

Motion passed unanimously.

Item 2. July 1, 2003—Special Meeting. Motion was made by Commissioner Cartier, seconded by Commissioner Russell, to accept the Minutes of the July 1, 2003 Special Meeting with the following correction: Add Commissioners Hatfield, Carrier, and Fortier to the "Members Absent" list. Motion passed unanimously.

III. CHAIR'S REMARKS

Chair Duquette welcomed everyone back after the summer break. He thanked everyone who showed up for the special meeting on July 1,

2003. He said it made a lot of difference to people who were facing layoffs.

Director Mason reported that, as an update to the East Derry situation, the Rockingham Superior Court has reversed the original court ruling and re-established the East Derry Fire Precinct lines and both of their stations are now open again.

Chair Duquette introduced Scott Weden, who is the volunteer Chief in Ashland; he also works for the NH Municipal Association. He is interested in representing the volunteer chiefs for the NH Fire Chiefs Association on this Commission.

IV. COMMITTEE REPORTS

Item 1. NFPA Standards 1031-1033-1035. Commissioner Hatfield reported that he has talked with Inspector Rick Wood, and the NFPA Standards Visiting Committee is still progressing. The only Standard that is tabled for now is NFPA 1035, the Public Education program. The committee members still felt the other programs were more critical to deal with. Commissioner Hatfield asked if there is a separate group that could work on the Public Education Standard.

Commissioner Hatfield noted that NFPA 1031, the Fire Inspector I program, has already had the pilots and the train-the-trainer for instructors. They are not ready yet for Fire Inspector II.

Commissioner Hatfield believes that we should see NFPA 1033, the Fire Investigator program, for approval to do the pilots some time this fall.

Commissioner Hatfield stated that Inspector Wood thinks they should stay in the pattern they are working in now. They are all volunteering their time, and they are crunched at their work also. Commissioner Hatfield said he commends them for the work they are doing.

Item 2. Emergency Medical Services Liaison. Chair Duquette reported that the last meeting of the EMS Trauma Coordinating Board was held at SOLO in Madison.

Chief Prentiss reported on the following items:

(a) The Bureau of EMS is now training their instructors using the same curriculum as the Bureau of Training & Certification. They

- will be mentoring in a program with fire instructors in Keene this fall. The second instructor training will be done in Manchester, and the third at the Seacoast. They were inundated with interest and applications. Chief Prentiss stated that she appreciates the assistance of Chief Rosolen and Captain Chandler.
- (b) Protocol development was another issue; how they would develop protocol, how they would implement protocol. They know now that there will be a two-year cycle that will include research, development, content, approval, and implementation. She said she thinks they have at least another six months of work.
- (c) With their 2002 grant they were able to purchase 135 external defibrillators for rural communities of the State. They should know about their 2003 grant application next week. They are looking at 128 machines a year over three years, and is a very successful program.
- (d) Trauma grant reauthorization was approved last week for another \$40,000 to put toward the development of their trauma and EMS information systems that is their data collection piece.
- (e) The third annual Trauma System Conference will be held November 12 in Meredith, partnering with Dartmouth Medical Center.
- (f) Medical Control Board approved a pilot project to train paramedics to deliver vaccinations such as Hepatitis B and flu vaccinations in their communities. They need to get authorization from the Pharmacy Board. They did the small pox vaccinations that way.
- (g) The Boards' next meeting will be at the Monadnock Community Hospital in September; then November they will be back at the Fire Academy.

Item 3. Fire Marshal's Office. Director Bliss reported on the following items:

- (a) They have had a number of incidents over the summer with personal injuries and burns. The recent boat explosion was one incident in Laconia; two people are still hospitalized in pretty serious condition in Boston. They had a gasoline spill in the hull of a boat and used a shop vacuum to vacuum the gas out. There was a propane explosion in Pittsburg the other day, and that person was airlifted to Boston. Director Bliss noted that his office encourages fire departments to call the office if it's a lifethreatening incident in case the patient dies. They are also supposed to be notified of suspicious or arson fires.
- (b) Numerous arrests, some juvenile and some adults, have been made for the series of fires in Cheshire County.
- (c) Deputy Bill Degnan is overseeing the Risk Watch program; they have a FEMA grant for that, and they are looking for communities

who are interested in that program. Commissioner Hoglund asked for an explanation of Risk Watch. Director Bliss replied that it is modeled after Learn Not To Burn program, and is for preschool through eighth grade. The program is integrated into the students' regular curriculum. The programs have to have a local community coordinator, usually someone from the fire department. There is a different topic every month.

Commissioner Hatfield reported that Nashua took it on about four years ago, and they have 60 volunteers who adopted the fourth grade classes in the city. They go in once a month to do a safety program, doing different activities and reading to the students. There are five industries now that are partnered with them, providing funding to buy all the components. It's an outstanding program in Nashua.

- (d) They are about to do a complete rewrite of the State Fire Code. They are shifting to the 2003 Life Safety Code and the Fire Prevention Code as well.
- (e) Les Cartier is their new Hazardous Materials Response
 Coordinator. He has finished a grant application yesterday. He
 also has a liaison at Health & Human Services. Commissioner
 Cartier reported that Jim Richardson from Derry is the contact.
 They sat down together, and they are trying to work as a team.
 They are getting very involved from the biological standpoint. They
 have also brought in the State Police lab. There are several State
 departments working together. They have put together a half-day's
 presentation next week for Director Bliss and others regarding an
 e-studio for editing hazardous materials information and
 distributing it to hazardous materials teams around the state who
 have the computer program. It's actually putting a lot of people
 together, and it's working really well.

Commissioner Cartier also said that the Fire Marshal's Office has an application for a grant to hold a seminar on NFPA 54 and 58 because of the propane incidents going on. They are in the application stages right now. They will do some day-time and night-time programs, and some weekends.

Item 4. Forest Protection Bureau. Commissioner Nelson reported on the following items:

(a) They had a meeting this week with the Director and the ranger staff to look at redistricting and reorganizing within the Forest Protection Bureau. They currently have ten forest ranger districts in two regions, and are looking at changing possibly to three regions.

- (b) They may have some positions opening up there, as Paul Leary has moved to a new position handling the mountain top communications as well as law enforcement and training duties. They may have a couple of openings there with that move and the promotion of one ranger to regional ranger. Depending on budget negotiations, there is in that current budget that they are working on a new forest ranger position. So they could have two new forest rangers within the next year.
- They have been successful in getting several federal grants. One of (c) those grants has gone to the north country RC&D (Resources, Conservation, & Development) for the Fire Wise program. This program is dealing with fire issues not necessarily from the structural standpoint as to what you can do to make the interior safe, but dealing with the external portions of the structure such as landscaping, and proper community development, laying out of the house lots. It's also looking at the community and the town to see about developing and preserving some open space, and making sure that fire apparatus and emergency vehicles do have access into the communities and into the homes where they are being built. They are sending two of the forest rangers on the grant for training next month. It is meant to be delivered on the local level. The areas that we are focusing on are the Ossipee area and possibly in Merrimack County.
- (d) Interviews were held yesterday for two vacant positions in the fire towers, at Federal Hill and Pawtuckaway. They want to have them filled if we need them later this year.
- (e) Director Bliss was at the ceremony at Red Hill yesterday. Six of the 12 ceremonies are done. Those left to do are:

Sat.	Sept. 6	11 a.m.	Magalloway, Pittsburg
Sat.	Sept. 6	5 p.m.	Milan Hill, Milan
Wed.	Sept. 10	5 p.m.	Mt. Belknap, Gilford
Sat.	Sept. 20	11 a.m.	Mt. Cardigan, Orange
Wed.	Sept. 24	5 p.m.	Blue Job, Farmington
Wed.	Oct. 1	5 p.m.	Kearsarge, Warner
Attendance has been outstanding.			

(f) Out-of-state fires are a big concern. New Hampshire has sent at least two 20-person crews. There's a dire need to have qualified firefighters out there. If they are going in an overhead position, they might not have to complete the physical part. If interested, contact Paul Leary, a regional forest ranger, or Commissioner Nelson. The numbers were down dramatically; believe they are down because we tried to do the announcements by email. If anyone has someone out there that is interested, they would like to talk to them. Go back to direct mailings next year. Emailing is probably the least costly, but not the most effective.

- (f) Chair Duquette asked if any decisions have been made about the memorial for the Old Man of the Mountains. Commissioner Nelson answered that he is not part of that committee. He understands that the report is not due out till November or December. Chair Duquette said that he hopes they don't try to reconstruct the profile.
- Item 5. Emergency Preparedness and Security. Commissioner Landry reported that he did not attend the last meeting of the Advisory Council on Emergency Preparedness and Security. The next meeting is scheduled for Monday, September 8 and he will be unable to attend that meeting as he will be on vacation. Director Mason said he will also be unable to attend that meeting, and there was no meeting in August.

Item 6. Curriculum Review. Vice Chair Duquette reported that the Curriculum Status Report was in each Commissioner's packet and is as follows:

- (a) <u>Driver/Operator--Pumps:</u>
 A second pilot was completed in the field with Alton on an evening schedule basis. Other classes are in progress with Auburn and Derry.
- (b) <u>Hazardous Materials--Operations:</u>
 At this point it is up and running with a new 50-question written exam. The exam is much improved and the program is working out well at this point. The evaluations have improved greatly.
- (c) <u>Hazardous Materials--Technician:</u>
 The trailer is proving to be a valuable asset and will be an on-going work in progress. We are currently looking to do a course for Gorham before too long and have added more instructors as a result of the Train-the-Trainer (TtT) held recently.
- (d) Aircraft Rescue & Fire Fighting:
 The curriculum is ready to go; we have in hand some photographs from Manchester Airport to be added to the manual. We have had a number of firefighters complete the eight-hour recertification program thus far, which seems to be our bread and butter. A number of eight-hour recertification classes have been scheduled this spring.

Ted Starkweather is working on a possible 40-hour certification program in October 2003 scheduled for the week of the 20th–25th. A TtT is scheduled for September 26. A notice went out for a 40-hour class for \$1,000 per student. There is no grant money available for this, and that is the actual cost for the course.

Director Mason explained that the fees are set by Administrative Rules. We are going to pay \$14,000 to fill the gas tank at the ARFF site. It takes more than two people to do the training. It is a very, very expensive program to put on. We are in the ballpark competitively. There is not a great deal of money to be made on this program.

(e) NFPA 1030 Series:

NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners a September class is scheduled for two weekends at the Academy. We just completed a TtT for instructors on the 6th of June.

NFPA 1033, Standard for Professional Qualifications for Fire Investigator is in progress and looking at two separate programs, a one-week course for firefighters and a two-week course for fire investigators. At this point it looks as though the New York curriculum is being considered for both classes.

NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator will probably follow the 1033 standard.

- (f) <u>Rescue Series--Structural Collapse:</u> No pilots scheduled as yet.
- (g) <u>Rescue Series--Confined Space:</u>
 There is a class scheduled at the Academy in early September.
- (h) Other:

Visiting Committees for the following in accordance with the Commission vote on February 3, 1999 are about to commence in the near future once the committees are established. Hopefully to be established this meeting:

NFPA 1001, Standard for Fire Fighter Professional Qualifications (2002 edition)

NFPA 1021, Standard for Fire Officer Professional Qualifications (2002 edition)

NFPA 1041, Standard for Fire Service Instructor Professional Qualifications (2002 edition)

Chair Duquette reported that Commissioner O'Keefe has already volunteered to chair the Fire Officer Visiting Committee, and volunteers are needed for the other two Visiting Committees. Commissioner Carrier then volunteered for the Fire Service Instructor Visiting Committee chair position and Commissioner Butts volunteered for the Fire Fighter Visiting Committee chair position. Chief Rosolen said that he has the letters from the people who are interested in each of those visiting committees.

Chair Duquette announced that we will be sending out certificates to those who participate on a visiting committee. Director Mason said that we want to recognize the people who put the time in. He passed around a sample certificate. There is also a letter that goes out with the certificate, which he read to everyone. Those that have been completed will be sent out tomorrow.

Chair Duquette said that other programs, such as RIT that are not NFPA programs, need to be addressed. Also, there has to be an ending date for each visiting committee.

Item 7. Academy Awards. Commissioner Cartier reported that he has received some names for the Academy Awards. If any Commission members would like to submit other nominations to Commissioner Cartier, please do so by the end of the day tomorrow, September 5.

V. REPORT OF THE DIRECTOR

Item 1. Director's Report #73 covered the following subjects: 1) Organization, 2) Fire Act Grants, 3) Office Changes, 4) Dormitory, 5) Freebies, 6) NH Fire Explorer Training Academy, 7) Conferences, 8) Newsletter, 9) FETN, 10) Chief Fire Officer Designation (CFOD), 11) Traffic Incident Workshop, 12) FFI & NHTI, 13) On A Personal Note.

Further comments on these items included:

- 4) We will probably hold the Commission meetings in one of the new dormitory classrooms from now on.
- 9) Two more Smart classrooms are planned, one in Cheshire County and one in Carroll County. Every site will cost \$2,800 the first year. They are working diligently to get graduated expenses for the second and third years, and the fourth year you would be on your own. So they pay the \$2,800 now; they are looking at paying \$1,400 next year, which means your charge would be \$700. The next year would go down to \$700, and the locality would be \$1,400; and then the fourth year it would be \$2,100. Commissioner Hatfield said that his bill is normally \$4,800. Director Mason said this would be worth \$2,100 to Nashua then. Director Mason reported that Tim Breckett put together the grant application at the Department of Justice, and it was very well written.
- 10) Director Mason explained that, if you have been the chief for five years and have a Master's Degree, for ten years and have a Bachelor's Degree, for fifteen years and have endorsement from your supervisor, or if you have been a chief fire officer for ten years

- and have a Master's Degree or fifteen years and have a Bachelor's Degree, right now is the time to do this program if you want to do it because you can do it in a really short form and it is going to expire December 31, 2003, and it will not come back as it's already been extended six months.
- Commissioner Carrier asked if there was any focus on safety for 11) the responders. Director Mason answered that there was; what can we (police and fire) do at the same time was one of the questions.
 - Commissioner Carrier asked if there is any training coming out of this. Director Mason replied that there is, and that two sessions have been done already.
- Students will be able to come to an evening program here, or 12) attend the NHTC-Laconia program.

Other items discussed were:

- Director Mason explained that the request for an extension on the one-year career certification requirement for a Hampton firefighter is no longer needed as that firefighter is now certified. The request was tabled at a previous Commission meeting as there was no reason given for the extension.
 - **Motion** was made by Commissioner O'Keefe, seconded by Commissioner Nelson, to take the request from the Hampton Fire Department for an extension on the one-year career certification requirement for Firefighter Matthew Clement of Hampton Fire/Rescue off the table and file it. Motion passed unanimously.
- 15) Director Mason announced that a request for a one-year extension on the career certification requirement has been received from Dover Fire & Rescue for Richard Justice. Firefighter Justice is currently in an accelerated one-year long Paramedic program and will be unable to attend a C2F2 program until he completes the Paramedic program in January, 2004.
 - **Motion** was made by Commissioner Butts, seconded by Commissioner Landry to grant a one-year extension on the career certification requirement to Firefighter Richard Justice of Dover Fire & Rescue. Motion passed unanimously.
- Director Mason reported that he and Jack Ferns did a presentation 16) on the ARFF program. They will gladly do it again.
- 17) The State budget vote is scheduled for today. If passed, we will be paving the perimeter road of the training grounds.

- 18) The Department of Safety's mailing address, which is what we use for the Fire Academy, has changed from 10 Hazen Drive to 33 Hazen Drive. The Zip Code remains 03305.
- 19) We are planning to update the Commission members' notebooks hopefully before the next Commission meeting. If members have any personal information in their notebooks, they should remove it today.
- 20) We gave out 496 certificates this summer. Those were for the certification programs only.
- 21) The Firefighter Entrance Examination is currently being conducted.
- 22) Director Mason said he has had the opportunity to participate on boards for the hiring of fire chiefs for Gilmanton. Joe Hempel was sworn in last night as their new Chief.
- 23) We have a new caterer effective next week. Castle Caterers is finishing their contract here this week, and Contigiani's of Laconia is the new caterer.
- On September 26 the Lakes Region Fire Chiefs breakfast will be held here at the ARFF facility, with a demonstration being presented. Starting time is 9:00 a.m., and it lasts about one hour. Commission members are invited to attend.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

Item 1. Nominating Committee Report. Commissioner Nelson reported that he has met with his Nominating Committee members, and the proposed slate of officers is David Duquette for Chair and Corey Landry for Vice Chair. There were no other nominations from the floor.

Motion was made by Director Bliss, seconded by Commissioner Cartier, to close the nominations. Motion passed unanimously.

Motion was made by Commissioner Nelson, seconded by Director Bliss, to move the slate as presented by the Nominating Committee, with David Duquette for Chair and Corey Landry for Vice Chair. Motion passed unanimously.

VIII. RETREAT ITEM DISCUSSION

Chair Duquette said that we need to establish priorities again for Retreat items to discuss, then each item will be assigned to a Commission member.

IX. NONPUBLIC SESSION

Motion was made by Commissioner Schlitzer, seconded by Commissioner Cartier, to go into nonpublic session in order to discuss a matter that might adversely affect the reputation of a person who is not a member of this Commission. Motion passed unanimously by roll call vote.

No motions were passed during the nonpublic session.

Motion was made by Commissioner Russell, seconded by Commissioner Hoglund, to come out of nonpublic session. Motion passed unanimously by roll call vote.

X. **GOOD OF THE ORDER**

- **Item 1. Commission Terms.** Chair Duquette reminded everyone that, if their term expires, there is no holdover status. Everyone should be sure that his organization is submitting the proper paperwork to the Governor's office.
- **Item 2. Chief Russ Sample Retired.** Chair Duquette stated that a surprise retirement party was held recently for Chief Russ Sample of Alton.
- Item 3. Chief Les Cartier Retired. Commissioner Cartier announced that he has retired as Fire Chief of the Candia Fire Department, and will not be representing the volunteer chiefs for the NH Fire Chiefs Association any longer. He thanked everyone on the Commission, stating that they do an excellent job; he said he really appreciates that. He noted that Chief Scott Weden should also do an excellent job as a Commission member if selected.
- Item 4. From Commissioner Nelson. Commissioner Nelson encouraged everyone to read The Fire & Emergency Medical Services News and to try to attend the NH Fire Chiefs Association meetings as they are both excellent sources for information. He has gotten information out of both of those that he has been able to share. His Division did a Forest Advisory Board tour; they started out in Laconia

and ended up at the Green Mountain Fire Tower last month. With them on the tour were Marty Carrier, who is the fire service representative to the Forest Advisory Board; Councilor Ray Burton; three Representatives; and one member of Congressman Sununu's office. One of their stops was at the Moultonboro Fire Station, and they asked how we are delivering training to the local fire departments. It was fortuitous that the Fire Academy's SCBA trailer was parked behind the new fire safety building there so he was able to bring that into the short presentation. It was also advantageous that Director Mason had brought up at the Chiefs' meeting about FETN so he was able to address some of those issues as well.

XI. **ADJOURNMENT**

Motion was made by Commissioner O'Keefe, seconded by Commissioner Nelson, to adjourn at 12:36 p.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

- Agenda 09/04/03 1.
- Minutes of Meeting 06/05/03, Not Approved 2.
- Minutes of Special Meeting 07/01/03, Not Approved 3.
- Motions Passed and Committees Established FY 2003, through 05/08/03 4.
- 5. Director's Report #73
- Div. Of Fire Standards & Training Organizational Chart 6.
- USFA FY 2003 Award Recipients Through 8/29/03 7.
- 8. CFOD Flyer
- Number of Personnel Certified 07/01/03-09/04/03 9.
- 10. Curriculum Status Report
- 11. The Fire and Emergency Medical Services News, Summer 2003